

Special Consideration Procedure

There are two types of Special Consideration applications available for students to apply for



Impaired performance for, or missed assessments,

such as tests/exams that are worth 10% or more, where students who have covered and learnt the material for a course have been prevented from demonstrating their knowledge or skills at the time of the assessment due to illness/bereavement/other critical circumstances.



Applications under this category must be submitted at the time of the assessment or up to five working days after the assessment due date. Applications must be uploaded **together** with the supporting documentation. For applications relating to health issues, please have the Health Professional complete the SC Medical Form as supporting documentation.

If the application is based on medical grounds, and you do not attend/submit the assessment item you have 48 hours from the date of the assessment to see your Health Practitioner and obtain a completed SC Medical Form; or if attending/submitting the assessment item you have 10 working days from the date of the assessment to see your Health Practitioner.

If a student submits an application outside the required timeframe, the application must include an explanation for late submission.



Late Backdated Discontinuation application (to be withdrawn from a course)

are for students who have been prevented from completing a course of study, due to circumstances beyond their control, and they were unable to withdraw from the course(s) by the published withdrawal deadline.



Applications under this category must be submitted no later than five working days after the examination period has finished.

If the academic remedy is to approve the application for special consideration for late discontinuation it does not provide a refund of fees. It only removes the relevant course(s) from a student's transcript.

Special Consideration Two-Step Process

- The grounds of the application are reviewed and a decision made by either the SC Coordinator, SC Panel or SC Chair.
- If approved information is sent to the Department/School for an academic remedy, where appropriate, to be applied, and the student will be notified of the remedy by the Department (i.e. a re-sit or alternative assessment) or when results are released (i.e. possible derived grade).
- A late discontinuation, if approved, is sent to the Dean of the Faculty who has the final approval, if the Dean approves the student will then be withdrawn.
- An approved SC application does not mean a grade change will necessarily occur. Any change to the original grade is determined by the Department or School.

A Special Consideration application is not available for:

- Missed lectures during the semester.
- Experiencing examination anxiety.
- Having several assessments, tests, and/or examinations close together.
- For an essay or assignment, where an extension of time to complete the assessment should be sought. An essay or assignment extension request should be sent directly to the lecturer or course supervisor.
- Work or other external commitments.
- Low-level impairment (e.g., a cold during the examination period).
- Known impairment such as chronic illness (medical or psychological), injury, or disability unless medical evidence confirms that the circumstances were exacerbated, despite appropriate management, at the time of assessment.